

**DEPARTMENT OF COMMUNITY, TRADE AND ECONOMIC DEVELOPMENT
GROWTH MANAGEMENT SERVICES
2007 Growth Management Act
Regional Collaboration Competitive Grant
Application Instructions**

These instructions are to help you fill out the form to apply for a competitive grant from the Washington State Department of Community, Trade and Economic Development (CTED). Be sure to answer each question clearly and with sufficient detail. After reading the application guidelines below, please contact us with questions you may have at (360) 725-3056, iken@cted.wa.gov, or your assigned planner (see attached map).

Section 1: Proposal Request

Please give a brief description of your grant proposal.

Please insert a brief (50 words or less) description of what the local government intends to accomplish with this grant. An example: To develop and adopt joint planning policies in unincorporated areas of the urban growth area (UGA).

What level of funding are you requesting from CTED to accomplish this?

Please indicate the requested grant amount. Funding levels are up to \$75,000 for joint planning projects and a maximum of \$50,000 for school pilot projects.

Section 2: Jurisdiction Information

Applying Jurisdiction	<i>Please state the name of the local government that CTED will be contracting with. (i.e., the grant recipient)</i>
Joint Applicants	<i>Please list all local jurisdictions participating, in addition to the Applying Jurisdiction.</i>
Project Manager	<i>Provide contact information for the person who will be CTED's main point of contact with the local government. This information allows us to stay in contact with you to provide grant assistance. Please indicate if you would like to receive grant information by e-mail.</i>
Financial Contact	<i>Please provide the name and contact information for the person who will be responsible for receiving and accounting for the grant funds. We need this information so our accounting department can talk with the appropriate person to ensure that payments on the grant are being received.</i>

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Federal Tax Identification Number	<i>This is the identification number that the federal government has assigned to the local government. This is needed to allow for appropriate reporting by CTED to the federal government.</i>
Statewide Vendor (SWV) Number	<i>This is an optional line. If your local government has this number for receiving electronic fund transfers, please include it here. This will assist us in getting your grant award to you faster. Information on obtaining an SWV number is available at: http://www.ofm.wa.gov/accounting/vendors.htm</i>

Section 3: Implementation of the Growth Management Act (30 Points)

4. What Growth Management Act (GMA) requirements are addressed by the work in your proposal? Must these requirements be met during the current biennium?

Provide a list of sections of the GMA that would be addressed by the proposal. Provide details on how the project will address these requirements. If the GMA states that the requirements must be met during this biennium, be sure to note this information in the application.

5. What specific goals/policies/actions of the comprehensive plan would be implemented by the project?

Projects receiving competitive grant funding should implement specific goals/policies/actions of a comprehensive plan(s). Include the specific language from the comprehensive plan(s) that would be implemented by the project. If possible, include the chapters, goals, and policy numbers where the language can be found in your comprehensive plan(s).

6. Why is this the most appropriate time to implement these goals/policies/actions?

Be sure to provide detail regarding the timing of the project and include information on why this project hasn't been completed previously, as well as why it is important that the project be done at this time.

Section 4: Proposal Information (24 points)

This section allows us to get detailed information related to the outcomes and results of the project.

7. What is the direct community benefit of this proposal?

Please describe how the community and region will benefit from the proposal. How can this benefit be measured?

8. Has your jurisdiction entered into any partnerships or intergovernmental arrangements necessary to complete the project?

In addition to any joint applicants, describe all partnerships or intergovernmental arrangements, including those with special districts, school districts, or other jurisdictions that have been entered into by your jurisdiction that are necessary to complete the proposed project.

9. Does this proposal advance or complete an objective begun with prior planning and investments; e.g., it is the next phase of a larger or long-term project?

Describe any prior work that has been done toward completion of this project. Include any planning efforts and any financial investments. If the project is to be completed in phases, please include information related to the work plan and where in the process this project would fit.

10. Does this proposal include methods that provide an innovative approach to growth management issues?

Discuss why you believe the project provides an innovative approach. Provide details related to the innovative approach and how it can be used in solving issues or problems within the jurisdiction or an innovation related to implementing a comprehensive plan goal.

11. Is this a project that would provide an example that can easily be used by other local governments?

Describe how the project or elements of the project could be transferred to other jurisdictions/regions. Include factors that may limit the transferability of the project,

such as budget and staffing, and factors related to the specificity of the project (e.g., the project only related to rural development.)

12. Has the council, board of commissioners or school board stated support of the proposal in writing?

Indicate if the appropriate legislative bodies have provided support for the project. For joint proposals, include letters of support from all participating jurisdictions.

Section 5: Financial Information/Budget (11 points)

This section gives us information about the project's cost, other funding sources, and the resources that would be committed by your jurisdiction.

13. If this proposal is approved and the jurisdiction receives a grant from CTED, what local resources would be committed to the project?

Describe the local resources that would be committed to this project if CTED grant funding is made available. Include other funding and "in-kind" support, such as equipment, copying, and volunteer help. CTED is looking for a local match of at least 10 percent (cash or in-kind). In some cases, a higher local match may be required based on a past record of non-performance on CTED grant or loan contracts.

14. What other funding sources has your jurisdiction applied for that are contingent upon the funding from CTED?

These funding sources could be federal grants or loans requiring a certain percentage of non-federal match funding, private foundations with their own funding requirements, etc.

15. Have all contractual obligations been met in other contracts the jurisdiction has had with CTED regarding growth management activities? If not, please explain the circumstances.

Please indicate if all deliverables have been submitted in a timely manner and if all funding provided by CTED for growth management projects was appropriately spent. If these requirements have not been met, please explain the circumstances.

16. Indicate what the status of the project will be if the jurisdiction does not receive funding for the project.

Will the project continue as proposed? Will the project be partially completed? Will the project not be completed by the jurisdiction?

17. Provide a budget for the project.

Please complete the expenses portion of the budget table to reflect your expected expenses in each of the categories for each of the time periods. Include only the expenses that will be directly related to completing the items included in the statement

of work. Below is a description of each of the categories. This description includes the relevant lines from the Budget, Accounting, and Reporting System (BARS) manual used by your local government finance department in your city or county budget. The BARS manual information is included to assist you in categorizing grant costs.

- **Salaries and Benefits:** These are your costs to pay for your staff time on this grant. They relate to Objects 10 and 20 in the BARS Manual.
- **Goods and Supplies:** This is the estimated cost of the office supplies that will be needed to complete this grant. This relates to Object 30 in the BARS Manual.
- **Professional Services:** This line is for the cost of any work that you are using private consultants to complete. This relates to Subobject 41 in the BARS Manual.
- **Other Goods and Services:** This is for the estimated costs of such items as printing, advertising, training, and travel. This relates to Object 40 (less Subobject 41) in the BARS Manual

Please complete the revenue portion of the budget table to reflect how the work outlined in the statement of work will be paid for. For the CTED grant funds line, please insert the amounts requested from CTED. The balance needs to be provided by the local government(s). The total revenue dedicated to the completion of this grant needs to match the total expenditures necessary to complete the work.

Very Important Note: Due to state law, all state funds that are disbursed to your local government under this grant need to be spent on eligible activities by the end of the state fiscal year in which they were issued. Local governments are not allowed to carry unexpended funds past that date. We are aware that state and local fiscal years are not on the same schedule; however, state law requires strict adherence to the state fiscal year for state contracts.

Section 6: Scope of Work (35 points)

This section provides us information about the project's schedule and the final product required upon completion of the project.

18. Provide a complete statement of work for the project.

Statement of Work

The statement of work should be organized into three main elements:

- 1) **Goals** (the end objective of the grant project).
- 2) **Actions** (the major steps along the way to reach this goal).
- 3) **Deliverables** (tangible products that demonstrate an action was completed or a goal was reached).

Note: The deliverable due date cannot be later than June 15, 2007. If the deliverable will require adoption by elected officials, please include **DRAFT deliverable only**.

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*On the application form, the statement of work is arranged in four columns. The Goal/Action/Deliverable column is reserved for the element name (goal, action, or deliverable). The second column is for the description of the element. The third and fourth columns are for estimated start and end dates for each action. Goals do not need dates. Actions need an **estimated** start date and an **estimated** end date. If only a month and year are given, we will assume that the estimated start date is the first day of the first month and the estimated end date is the last day of the last month. Deliverables will need a definitive delivery date in the End Date column.*

Here is an **example** of what the statement of work section should look like for one element of a comprehensive plan update. Your statement of work may include several elements.

Sample Statement of Work

Goal/Action/Deliverable	Description	Start Date	End Date
Goal	Provide lead technical coordination role for both county and city buildable lands activities in preparation for the September 1, 2007 buildable lands report.		
Action	Provide GIS map review and support, electronic data and map product exchange services to cities.	July 1, 2006	June 30, 2007
Action	Coordinate collaborative city/county residential and employment development history and density analysis efforts.	July 1, 2006	June 30, 2007
Action	Coordinate countywide parcel-level buildable land supply review and updating efforts.	July 1, 2006	June 30, 2007
Action	Coordinate with cities through SCT to develop a work program and schedule for the preparation and publication of the 2007 buildable lands report, including an assignment of jurisdictional roles and responsibilities	July 1, 2006	September 30, 2007
Deliverable	Work program for the 2007 Buildable Lands Report for Snohomish County and its Cities.	July 1, 2006	March 31, 2007
Deliverable	Status report on efforts and budget expenditures showing how buildable lands funds were expended.	July 1, 2006	June 15, 2007

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*Please note: This **example** is for illustrative purposes only. Please include your project's schedule in developing your statement of work.*

You are not limited to the number of lines that are included in the application. To insert an additional line, highlight the last row, hold the ALT key down, and type AIA.